

**Payroll Service Bureau  
Operations Calendar**

**January 2020**

Mon	Tue	Wed	Thu	Fri
		<b>1</b> <b>Holiday</b>	<b>2</b> Distribute Live Paychecks to Agy's re: Wage Pay  Submit December BES Premium Reward Discrepancy Report (PM4405) dated 1/1 required for December Health Care Reconciliation	<b>3</b> Distribute 3rd Party Pmt's to Agy's re: Wage Pay  Bi-Weekly Wage Employee Pay Day
<b>6</b> Semi-Monthly Salaried Payroll Paperwork Deadline 12/25 - 1/9, 11am  PMIS Update Deadline 12/25-1/9	<b>7</b> Distribute Year End Certification to Agencies  Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 1/17 Wage Pay Day Cycle 1 12/22 - 1/4 Cycle 2 12/23 - 1/5 Cycle 3 12/20 - 1/2	<b>8</b>	<b>9</b> Notify PSB of any PMIS Changes affecting 12/25- 1/9 Classified Employees	<b>10</b> 2019 Calendar Year-End Certification Due  Semi-Monthly Salaried Payroll Certification Deadline 12/25-1/9  CIPPS Leave Paperwork Deadline 12/25-1/9
<b>13</b>      Bi-Weekly Wage Payroll Certification Deadline for 1/17 Wage Pay Day Cycle 1 12/22 - 1/4 Cycle 2 12/23 - 1/5 Cycle 3 12/20 - 1/2	<b>14</b> Distribute 3rd Party Pmt's & Live Paychecks to Agy's re: Semi-Monthly Pay  Distribute Live Paychecks to Agy's re: Wage Pay	<b>15</b> CIPPS Leave Keying Deadline - 12/25-1/9  Distribute 3rd Party Pmt's to Agy's re: Wage Pay	<b>16</b> Distribute VEC FC-20 Tax Returns to Agencies  Semi-Monthly Salaried Employee Pay Day	<b>17</b> <b>Holiday</b>    Bi-Weekly Wage Employee Pay Day
<b>20</b> <b>Holiday</b>	<b>21</b> Semi-Monthly Salaried Payroll Paperwork Deadline 1/10 - 1/24, 11am PMIS Update Deadline 1/10-1/24	<b>22</b> Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 1/31 Wage Pay Day Cycle 1 1/5 - 1/18 Cycle 2 1/6 - 1/19 Cycle 3 1/3 - 1/16	<b>23</b>	<b>24</b> Notify PSB of any PMIS Changes affecting 1/10-1/24 Classified Employees
<b>27</b> Semi-Monthly Payroll Certification Deadline 1/10-1/24  CIPPS Leave Paperwork Deadline 1/10-1/24	<b>28</b> Bi-Weekly Wage Payroll Certification Deadline for 1/31 Wage Pay Day Cycle 1 1/5 - 1/18 Cycle 2 1/6 - 1/19 Cycle 3 1/3 - 1/16	<b>29</b> Distribute 3rd Party Pmt's & Live Paychecks to Agy's re: Semi-Monthly Pay  Distribute Live Paychecks to Agy's re: Wage Pay	<b>30</b> CIPPS Leave Keying Deadline - 1/10-1/24  Distribute 3rd Party Pmt's to Agy's re: Wage Pay	<b>31</b> December Healthcare Certification Due Last Day for Distribution of W-2's to Agencies  Semi-Monthly Salaried Employee Pay Day  Bi-Weekly Wage Employee Pay Day

All Agy's have adopted a Cardinal Bi-weekly Payroll Cycle. The Bi-weekly Payroll Cycles are as follows:

Cycle 1	122, 123, 129, 132, 140, 147, 148, 151, 152, 154, 156, 157, 161, 165, 174, 191, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 720, 765, 778, 841, 851, 937, 938, 957, 960
Cycle 2	133, 136, 141, 143, 201, 241, 848, 948
Cycle 3	127, 146, 181, 199, 239, 403, 405, 411, 942